

Office of the Illinois State Treasurer  
Position Description

**Position Title:** Fixed Income Portfolio Intern  
**Division:** Investments, Banking & Finance  
**Domicile:** Springfield

**Position Summary:**

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how government agencies and financial entities work together to provide vital services to the public. The Office of the Treasurer maintains departments including Investment Operations, Banking, Information Technology, Communications, Policy, Scheduling/Advance, Legal, and Unclaimed Property that offer hands-on opportunities to understand how a Constitutional Officer and their staff conduct essential job duties.

**Supervision:**

Reports to the Portfolio Manager/Director of Portfolio Operations

**Duties and Responsibilities:**

- Provides multifaceted support to the Portfolio Manager/Director of Portfolio Operations and divisional staff in analyzing the performance of The Illinois Funds Money Market Fund investment portfolio
- Assists in evaluating and executing investment opportunities in the fixed income space, which includes repurchase agreements, commercial paper, U.S. agency securities, U.S. treasuries, and other investment products
- Participates in the daily trading activities of the State Treasurer's Office
- Assists in overseeing economic and investment analysis and review for the strategic planning of investment portfolios
- Helps ensure the completion of daily operational requirements of the Division which include investment trading, pricing of collateral, completion of daily cash sheets, balancing of funds to the custodian bank, and maintenance of the investment software system
- Conducts research on the latest industry language and standards regarding information technology, privacy and security
- Contributes to the production of memos, standard operating procedures, analytical spreadsheets/visual representations and other special projects
- Assists with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

**Required Skills:**

- Reliable and detail-oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Works well with others in a team environment
- Ability to multi-task and focus in a time-sensitive environment
- Strong written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

**Fixed Income Portfolio Analyst**

**Upon completion of this internship, you will have learned:**

- How investment analysis is managed and conducted in a governmental setting
- First-hand, real-time knowledge of the fixed income investment space and financial markets
- Best practices for investment analysis, research, project management, and internal communications